

GENERAL MANAGER TRANSPORTATION

DISTINGUISHING FEATURES

The fundamental reason the General Manager Transportation exists is to provide the administration, leadership, management, and operation of the Transportation Department. Contributes effectively to the organization's performance goals and strategies. This classification is a direct manager to the division heads of the department. Work is performed under general supervision by Deputy City Manager.

ESSENTIAL FUNCTIONS

Provides vision and leadership while directing the overall activities of programs in the Transportation Department.

An innovative leader that contributes effectively to the organization's performance goals and strategies. Promotes shared responsibility, teamwork, city values, and acceptance of change.

Establishes goals, objectives, human resources, budgets, equipment requests, expenditures of divisions in Transportation. Responsible for the formulation and attainment of department goals and objectives.

Supervises and coordinates the Transportation Department five year plan, capital improvement plan, and annual work plan.

Coordinates the activities of two City Council appointed advisory commissions and makes recommendations to the City Council on all departmental matters.

Formulates, interprets, and implements City policies and administrative regulations. Makes recommendations to the City Manager on matters relating to major policy.

Prepares the departmental budgets and manages the funds received.

Works in close cooperation with other City management and officials to further the objectives of the City and the department.

Prepares and presents Council and Commission reports, performance evaluations, memos, and other similar types of documents.

Supports and represents City Council and management policies and practices to the public and other City employees.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Multiple disciplines at a generalist level;

Principles and practices of public and fiscal administration;

Management practices and procedures;

Community organizations and their leaders;

Principles of urban land use, development, traffic engineering, transit, aviation and storm water management;

Customer service and problem resolution practices; and

Various negotiation styles and techniques.

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy;

Demonstrate excellent written and oral communication skills;

Understand how broad views and issues relate to City operations;

Effectively communicate verbally and in writing with all levels of City staff, Council and the public;

Establish and maintain cooperative and effective working relationships with City officials, city departments, citizen groups, community leaders, businesses and the general public with diverse points of view;

Model City Values and manage within those values;

Conduct research and analyze, interpret and report research findings and recommendations;

Prepare clear and concise detailed reports;

Be committed to quality and possess a shared commitment with the organization that focuses on continuous improvement;

Exercise excellent verbal, written and interpersonal skills to develop, establish, evaluate, recommend, and implement departmental policies, goals and objectives.

Value diversity and promote shared responsibility, teamwork, systems integration, and acceptance of change.

Produce speeches and written documents with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Comprehend and make inferences from written material and verbal or written instructions.

Operate a variety of standard office equipment, which requires continuous and repetitive eye, arm, and hand movement.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Public Administration, Business Administration, Planning, or Traffic Engineering or a closely related field and 10 years of progressively responsible experience as a director or division manager level in the public sector.

FLSA Status: Exempt

HR Ordinance Status: Unclassified